



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

FIELD SUPERVISOR

PN# 109722

Department of Public Works & Engineering

Public Utilities Division

Wastewater Operations Branch

611 Walker\*

M - F; 7:30 a.m.—4:30p.m\*

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Plans, coordinates and directs the activities of groups of workers within the same department who are engaged in providing Collection System and Wastewater Treatment Plant services. Organizes and assigns the work of collection system maintenance crews, monitors work in progress. Ensures that employees have adequate work supplies and properly functioning equipment in order to perform assigned tasks. Analyzes and resolves staff, equipment and operating problems. Reviews operations policies and procedures; recommends changes to increase efficiency; implements approved changes. Trains new employees, sets up and maintains employee attendance records. Prepares periodic employee performance evaluations; reviews contents with the employee. Prepares periodic production reports as required and/or requested. Assists with daily operations tasks as needed; drives City vehicle. Oversees preventive maintenance of assigned vehicles, yard maintenance, equipment, plant machinery and tools. Observes safety regulations and ensures that crews do the same

10 **WORKING CONDITIONS**

This position routinely requires lifting moderately heavy items (up to 40 pounds) and very long periods of walking on rough surfaces on a routine basis. There is routine exposure to significant levels of heat, cold, moisture and air pollution

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

High School Diploma or GED certificate.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Four (4) years progressively responsible work experience in the maintenance field is required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2). Must obtain a Class III Collection System License or a Class B Wastewater Treatment License within one year of employment.

14 **PREFERENCES**

Preference will be given to applicants with collection system maintenance experience. Experience utilizing Microsoft applications (i.e. Word, Excel, and Outlook); Prior supervisory experience.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 17**

\$992 - \$ 1,404

Biweekly

\$25,792 - \$ 36,504    Annually

18 **OPENING DATE**

April 05, 2006

19 **CLOSING DATE**

April 18, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. For application status inquires, please call (713) 837-0871.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer